June 5, 2006

TO: All High School North Administrators, Faculty, Tim Harris, All Secretaries, Maryann McCracken

FR: Pat Mulroy

RE: **END OF YEAR RESPONSIBILITIES**

TEACHERS

I. **Final Student Locker Clean Out – Monday, June 12th**

third floor	**8:00 – 8:30**
first floor	**7:30 – 8:00**
second floor	**8:30 – 9:00**

Locks/Locker

Please submit a list of damaged locks and lockers on the attached form. On ***Monday June 12th, please have students leave all locker doors open at dismissal.*** Please make sure all items are cleared out on this day. Lockers do not need to be used on Tuesday June 13th. All locks are to be collected/placed in plastic bin supplied and returned to the office.

ALL STAFF-Please ensure the following items are completed

- □ **Preparation of Classroom Records**

  All records must be complete, accurate, and done according to directions given - **no exceptions.** If you are in doubt, please discuss procedures with Mr. Parks. A paper copy of grades for each marking period will need to be submitted to the main office and guidance office by June 13th.

- □ **KEYS**

  When returning keys, your file, closet and desk keys should be placed in an envelope clearly marked with the room number. A $5.00 replacement fee will be charged. ALL elevator keys should be returned to the main office.
  All teachers and staff must turn all keys into the main office for the summer.

- □ **Workbooks-Department Heads**

  Completed or partially completed ones are to be destroyed by June 9. Do not throw any books away without office approval.

- □ **Audio-Visual Equipment- Bob Green-(overhead/carts)**

  A. Return all equipment to carts and proper storage areas.
  B. If any piece of equipment is in need of repair, attach a note to equipment indicating problem. The note should also identify equipment and serial number. If you have any questions regarding repair of A-V equipment or its storage, please speak to Bob Green.

□ **Transfers**

If you are aware of any student who is leaving the school district or transferring to another school, please inform the guidance office.

□ **Absentee Excuses**

Please make every effort to obtain these from the students. They are required in order for us to close out attendance for the year.

□ **Instructional Areas/Summer**

A. Mend and clean all books retained for next year. Books to be discarded are to be checked out by your department chair.
B. All books, materials, and equipment are to be stored in cabinets. The fronts of all bookcases need not be covered with newspaper.
C. No boxes, books, or equipment are to be stored on floors, unless you have a room change.
D. Do not use scotch tape or masking tape.
E. All staples must be removed from bulletin boards in the hallway.
F. Any teachers moving to other rooms are to label boxes clearly with their names and new room numbers. Labels for boxes are available from Carol.
G. Teachers are welcome in the building 8:00 a.m. until 2:30 p.m. during the summer, (call the main office to confirm if you can get into your room.)
H. Bulletin boards in classrooms may remain intact. Cover with newspaper to protect.
I. All other items on walls, dividers, doors, etc., must be removed.
J. Care of live plants and fish are your responsibility over the summer.
K. Please label all items that are going to be moved with your new room number.
L. Remove **all** postings you have placed in the hallways. All hallway displays and bulletin boards should be cleared and staples removed. Take them home.

□ **Lunch Money That Has Been Charged**

Encourage students to bring this money in as soon as possible so that records can be completed. Please remind students that all charge money must be repaid by **Friday, June 9.**

□ **Cafeteria**

Thursday June 8th thru Monday June 12th
In order to prevent food fights, inappropriate behavior, etc. ALL staff is asked to please volunteer a few minutes to walk through or be in the cafeteria during the last few days especially near the end of the lunch period. Walking through and talking with the students is the best way to prevent problems. The cafeteria will not be open for lunches or breakfast on June 13.

□ **Instruction**

Instruction, varied and different, should continue through the last day of school, June 13, 2006. Books and other materials should be collected Monday, June 12.

- □ Please complete the attached second-class supplies request form. Supplies will be delivered to rooms this summer. Use your new room # if this applies.

- □ Date to remember: Thursday, August 24 **First Day for Teachers**
  Monday, August 28 **First Day for Students**

- □ Teachers should submit to the Monique in the main office a list indicating any students who have a financial obligation (i.e., library and/or textbooks). This list should be submitted no later than June 9. Form attached.

Tuesday June 13/Last Day for Students
Condensed Schedule for June 13: No breakfast served.

Homeroom – 7:25 – 7:30
Block 1 – Period 1 – 7:30 – 7:53
Period 2 – 7:57 – 8:20
Block 2 – Period 3 – 8:24 – 8:47
Period 4 – 8:51 – 9:14
Block 3 – Period 5 – 9:18 – 9:27
Period 6 – 9:31 – 9:40
Period 7 – 9:44 – 9:53
Period 8 – 9:57 -10:08
Block 4 - Period 9 – 10:12 – 10:35
Period 10 – 10:39 – 11:00

Administrative Responsibilities
Room Checks: Monday, June 12th
Please attempt to be in your room during the designated time. Pat, Tony and Stu will circulate to complete this check.
8:00-9:00 3rd floor
9:00 -10:00 2nd floor
10:00 -11:00 1st floor

Returning of:
All keys, manuals, communication log, faculty handbooks, plan books, parking passes, grade books, will be collected in the Aud. on Tuesday, June 13 as follows:

8:30-9:00 3rd floor
9:00-10:00 1st floor
10:00-11:00 2nd floor
11:00-12:00 Last Call/Room checks/Returning items

Have a safe and wonderful summer!!!!

Student Financial Obligations for Lost Textbooks, Library Books and any other Obligations
2005-2006

Teacher:_____
Subject:_____

Student	Amount Owed	Textbook #(if available)	Amount Owed

- Due **June 9, 2006 to Monique in Main Office**

LOCKER DAMAGE REPORT (**Due June 12th to Monique in the main office**)

Teacher: _____

Locker Number	Description of Damage